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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Comptroller

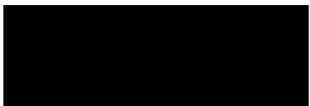
DATE: 17 June 1953

FROM : Assistant Comptroller

SUBJECT: Completed Staff Work

1. Top officials of the Agency have recently placed considerable emphasis and stress upon adherence to the principle of completed staff work. In order to give force and effect to this principle at the higher echelons, I believe it essential to impress upon all employees the fact that good staff work is equally important at the lower echelons.

2. Attached hereto is the draft of a proposed memorandum on this subject which it is recommended be reproduced and circulated to all employees of the Comptroller's Office. I hope you will also find it possible to emphasize the importance of completed staff work, at the forthcoming meeting where you will talk to all employees of the Comptroller's Office.

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Attachment

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